AUBURN
Human Resources

Supv, NCAT Trucking

Job Description

JOB INFORMATION

Job Code	HC20
Job Description Title	Supv, NCAT Trucking
Pay Grade	TR13
Range Minimum	$44,550
33rd %	$53,460
Range Midpoint	$57,920
67th %	$62,370
Range Maximum	$71,280
Exemption Status	Exempt
Organizational use restricted to the following divisions	128 Samuel Ginn Col of Engineering
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/11/2016

JOB FAMILY AND FUNCTION

Job Family:	Transportation
Job Function:	Fleet Management

JOB SUMMARY

Oversees and manages trucking operations at the National Center for Asphalt Technology (NCAT) Test Track.

RESPONSIBILITIES

- Maintains a fleet of 7 Class 8 vehicles; performs maintenance on high-mileage tractors to keep them performing at their best and to keep drivers safe. Services and performs routine maintenance on all vehicles for the test track.
- Coordinates trucking activities to include scheduling of activities for drivers and monitors weather conditions in regards to driver safety and oversees fleet operations.
- Assists with the collection of data measurements including cutting cores from the test track in aid of research. Helps set up trucks for fuel tests.
- Drives trucks during shift when short-handed.
- Assists with construction every 3rd year during rebuild of test track.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School Diploma or GED	High School Diploma or equivalent	and	5 years of	Experience in trucking practices	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of Occupational Safety and Health Administration (OSHA) regulations.	
Developed supervisory skills.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
CDL License	Commercial Drivers License (CDL) with a valid medical certification and a basic vehicle and road driving test administered by NCAT must be passed	Upon Hire	Required	

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Motor Vehicle Record (MVR); Pre-Employment Drug Screening

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking				X		
Hearing				X		
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:
Ability to see information in print and/or electronically.